

CONFIDENTIAL

27 August 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report -- Week Ending  
27 August 1976

STATSPEC

1. Co-op Program: Representatives of the Engineering Section of [ ] contacted the Co-op Coordinator to state their interest in beginning a Co-op Program in the electronic technology field. Arrangements have been made for the Chief of the Engineering Section to accompany the Coordinator to Virginia State on 8 October to recruit electronic technology co-ops.

2. S&T to Participate in Summer Intern Program: The DDS&T has levied preliminary requirements for approximately eleven Summer Interns for the Summer of 1977. This is the first year that they will participate in the Summer Intern Program.

3. Response from Bulletin Requesting Names of Clerical Applicants: The response from Employee Bulletin No. [ ], which requested clerical referrals, has been most encouraging. We have received a total of 110. The applicants are aware that their names were referred and they are responsive when contacted to come in for interviews. The quality has been very good.

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4. Attitude Survey: The returns of the Employee Attitude Survey now number 2480. We expect to close out processing returns by 3 September.

5. Alumni Day: The addressing of envelopes to retirees regarding Alumni Day is about 95 percent complete. The total mailing will be 902. All letters will be in the mail by close of business today.

6. Special Option for Certain CIARDS Participants: Of the 1260 retirement system election memos sent to personnel who are members of CIARDS, 12 of the 1156 responses received to date have elected to convert to the Civil Service Retirement System.

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8. Annual Awards Ceremony: Preparations continue for the Annual Awards Ceremony on 17 September 1976. The 10-year certificates have been received and are being verified. Printing and Photography Division is still working on the 15-, 20-, and 25-year certificates, as well as the tickets for the ceremony and a proposed program cover.

9. Combined Federal Campaign: Plans are being made for the 1976-77 Combined Federal Campaign, which will be conducted from the Ames Building this year. The Government-wide campaign will kick-off on 9 September in the Departmental Auditorium, with our kick-off taking place on the same day in the Headquarters auditorium.

10. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:

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Coming Event:

We will continue processing of the Employee Attitude Survey.

[Redacted]

F. W. M. Janney

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Dist:

- 0 & 1 - Add
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
- 1 - C/SAS
- 1 - D/Pers Subject File
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